

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: CITY MANAGER

GENERAL FUNCTION:

Chief Executive Officer and Budget Officer for City of West Linn

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Guides and is responsible for City Administration and operations in accordance with municipal management principles, city ordinances, and applicable county, regional, state and federal laws.
2. Directs the formulation and development of the City budget and establishes controls and programs, as necessary, to ensure the financial integrity of the City. Serves as the City's Chief Budget Officer.
3. Serves as the principal advisor to the City Council on a variety of policy and administrative issues regarding budget, funding, developing features for effective management, long-range planning, developing service-oriented goals and programs, and fostering open and candid relations between the City government and the public.
4. Prepares and submits to the Council a complete report on finances and administrative activities of the City for the preceding year.
5. Assumes, at the direction of the Council or upon recommendation of City Manager to the City Council, a leadership role in important community and regional matters. Serves as liaison between the City and civic groups, neighborhood representative and private citizens, regional governmental agencies, neighboring cities and counties. The City Manager will frequently represent the City to a wide variety of groups and organizations such as; South Fork Water Board, Tri-City Sewer District and River Cities Environmental Services.
6. The City Manager shall direct City staff in the development of positive customer service perspectives and openness with regard to city processes.

7. Represents the City in negotiations in a variety of situations including utility franchise agreements, labor negotiations and other related situations.
8. Performs such other duties as may be prescribed by the City Charter and City Council.
9. Receives many telephone calls from citizens, other cities, companies we do business with, Department heads, and City Council.
10. Attend many meetings not only in the evening, but during the day. Daytime meetings are with staff, Tri-City Sewer, other cities, Clackamas County, various departments of the City.
11. Dictation of many letters to staff, other cities, citizens, and reports to the City Council.
12. Handle various complaints on items occurring about the City.
13. Supervise and assist all Department Heads.
14. Work with Department Heads on special projects such as the Water System Improvements.
15. Prepare agendas for City Council and South Fork, which includes some reports and the agenda bills.

SPECIFICATIONS:

1) Job Preparation:

a) Education:

- i) Requires Bachelor's degree in public/business administration. Master's in Public Administration, preferred, or 10 years experience as Chief Executive Officer or Assistant Chief Executive Officer of a city, county or special district. ICMA membership. Bondable.

2) Supervision:

Received: Direction received from the City Council which is made up of the Mayor (elected every two years), and four (4) Councilors elected at large by popular vote.

Exercised: City staff at large. Direct supervision of department directors and may supervise clerical support positions and other personnel as required.

3) Communication:

The City Manager should be confident, poised and articulate when dealing with the public and capable of representing the position of the Council in a positive and convincing manner. Must set standards and example to the staff in willingness and patience to meet with community leaders, residents and interest groups in an honest, constructive style. Required to handle sensitive and confidential materials.

4) Cognitive Functions:

Must be able to develop and administer the budget process both as a planning and forecasting mechanism and reporting tool within municipal government settings.

Team building skills and the ability to motivate the staff to want to do excellent work, develop trust and provide direction. Must be a creative problem solver. Must be able to mediate honest disputes and negotiate equitable solutions to complex problems without taking a rigid or unyielding position. Must be a strategic planner and have the foresight to keep elected officials apprised of potential controversial issues yet recognizing and appreciating the differences between the manager's role and the Council's policy-making responsibilities.

Work may be governed by federal, state, regional or municipal ordinance, charter or policy.

5) Working Conditions:

Schedule will vary throughout the fiscal year depending on needs of the City.

6) Resource Accountability:

Accountable for equipment issued.

The job classification description does not constitute an employment between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.